

State Administrative Standards

Module A: The Standards

Statute-based Standards

1. Conducts Proper Grant Process
2. Properly Monitors Programs and Ensures Compliance
3. Properly Monitors Member Records
4. Reports Properly to the Corporation for National Service
5. Utilizes Appropriate Financial and Management Systems

Mission Fulfillment Standards

6. Uses a Planning and Assessment Process
7. Manages Personnel and Volunteer Resources
8. Implements a System for Training and Technical Assistance
9. Generates Broad-based Support
10. Promotes and Initiates Service Within the State
11. Communicates Information Within the State

STANDARD ONE – Conducts Proper Grant Process

- 1.1 Conducts an appropriate, fair, and timely Request For Proposals (RFP) process for each grant**
 - 1.1.1 AmeriCorps*State**
 - 1.1.2 AmeriCorps Education Award Only Programs**
 - 1.1.3 AmeriCorps Promise Fellows**
 - 1.1.4 Community-based Learn and Serve America**
 - 1.1.5 Complies with applicable state laws**
- 1.2 Has an adequate peer review process**
 - 1.2.1 Peer review**
- 1.3 Has a criteria-based selection process**
 - 1.3.1 Written and published criteria**

STANDARD ONE – Conducts Proper Grant Process

1.1 Conducts an appropriate, fair, and timely RFP process for each grant

1.1.1. AmeriCorps*State

a) Does the commission have a written RFP for AmeriCorps*State grants that contains all the information needed by the potential applicant? (for example: parameters of the program, qualifications for applying, selection criteria, selection process, submission requirements, etc.)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the RFP for AmeriCorps*State grants?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Do application due dates allow potential applicants sufficient time to prepare quality proposals?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the time provided to AmeriCorps*State applicants?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) Do application due dates allow the commission sufficient time to conduct a quality peer review and a complete staff review of proposals and budgets?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commission's review process for AmeriCorps*State grants?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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d) At a minimum does the commission use the selection criteria issued by the Corporation for AmeriCorps*State programs?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the selection criteria for AmeriCorps*State grants?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

1.1.2. AmeriCorps Education Award Only Programs

a) Does the commission have a written RFP for AmeriCorps Education Award Only grants that contains all the information needed by the potential applicant? (for example: parameters of the program, qualifications for applying, selection criteria, selection process, submission requirements, etc.)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the RFP for AmeriCorps Education Award Only grants?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Do application due dates allow potential applicants sufficient time to prepare quality proposals?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the time provided to AmeriCorps Education Award Only applicants?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) Do application due dates allow the commission sufficient time to conduct a quality peer review and a complete staff review of proposals and budgets?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commission's review process for AmeriCorps Education Award Only grants?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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d) At a minimum does the commission use the selection criteria issued by the Corporation for AmeriCorps Education Award Only programs?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the selection criteria for AmeriCorps Education Award Only grants?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD ONE – Conducts Proper Grant Process

1.1.3. AmeriCorps Promise Fellows

Describe and document the process used by the commission to select AmeriCorps Promise Fellow grant recipients.

1.1.4. Learn and Serve America Community-based (if applicable)

a) If the commission subgrants the Learn and Serve America Community-based funds, does the application include a process for making subgrants (for example an RFP process) that contains all the information needed by the potential applicant? (for example: parameters of the program, qualifications for applying, selection criteria, selection process, submission requirements, etc.) (If the commission does not subgrant, check yes for a-c)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the process for making subgrants?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Did the commission follow their plan for making subgrants OR document how and why the process changed?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the time provided to Learn and Serve applicants?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) In making subgrants, does the commission use the evaluation criteria – either the criteria issued by the Corporation or other criteria that is communicated to potential applicants?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the evaluation criteria for Learn and Serve grants?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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1.1.5. Complies with applicable state laws

a) Does the state commission verify that the grant process for each grant complies with any applicable state laws?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the compliance with state law?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

1.2 Has an adequate peer review process

1.2.1 Peer Review Process

a) At a minimum, does the peer review process include the requirements established by the Corporation?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the peer review process?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Is the peer process documented in writing?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the documentation?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) Is conflict of interest addressed and documented with a written statement, signed and dated by each reviewer, that is maintained on file?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the conflict of interest documentation?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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d) Do the peer reviewers use the ranking and scoring procedures described in the commission's grant process?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the ranking and scoring process used by the commission?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD ONE – Conducts Proper Grant Process

1.3 Has a criteria-based selection process

1.3.1 Written and Published Criteria

a) Does the commission have a written and published criteria-based selection process?

If not, what is the status of the selection process?

b) Does the commission use their criteria-based selection process?

If not, what is the status of the use of the criteria-based selection process?

		Yes <input type="checkbox"/>	No <input type="checkbox"/>
NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>

Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD TWO – Properly Monitors Programs and Ensures Compliance

2.1 Commission communicates to Corporation subgrantees about compliance and reporting expectations

2.1.1. Commission Expectations

2.2 Commission adequately monitors program compliance with legal, regulatory, and grant requirements of Corporation subgrantees

2.2.1. Has and employs a risk-based monitoring strategy

2.2.2. Uses adequate site visit tools for monitoring programs

2.2.3. Conducts monitoring site visits to Corporation subgrantees

2.2.4. Provides feedback from site visits

2.2.5. Reviews, analyzes, and follows-up on progress reports

2.2.6. Assures that programs are meeting match requirements

2.2.7. Assures that programs remedy deficiencies within appropriate timeframes

STANDARD TWO – Properly Monitors Programs and Ensures Compliance

2.1 Commission communicates to Corporation subgrantees about compliance and reporting expectations

2.1.1 Commission Expectations

a) Are the commission's expectations for program compliance and reporting documented in writing?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commission's written document?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Are the commission's expectations for compliance and reporting adequately communicated to the programs?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of how the commission communicates expectations?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

2.2 Commission adequately monitors program compliance with legal, regulatory and grant requirements of Corporation subgrantees.

2.2.1 Has and employs a risk-based monitoring strategy

a) Does the commission have a risk-based strategy to monitor its Corporation subgrantees? (Note: the strategy should include activities appropriate for each grant classifications, e.g., AmeriCorps*State, Promise Fellows, Education Awards Program, Learn & Serve, etc.)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the monitoring strategy?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Is the strategy documented in writing?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the documented monitoring strategy?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) Is the strategy implemented?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of implementing the monitoring strategy?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

2.2.2. Commission uses adequate site visit tools

a) Does the commission have adequate site visit tools it uses to monitor **AmeriCorps*State programs**? (For example: Does it cover grant provisions and other compliance requirements that are applicable to the grant?)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the tools the commission uses to conduct monitoring site visits to AmeriCorps*State programs?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

b) Does the commission have adequate site visit tools it uses to monitor **AmeriCorps Education Award Only programs**?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the tools the commission uses to conduct monitoring site visits to AmeriCorps Education Award Only programs?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD TWO – Properly Monitors Programs and Ensures Compliance

c) Does the commission have adequate site visit tools it uses to monitor **AmeriCorps Promise Fellow programs**? (For example: Does it cover grant provisions and other compliance requirements that are applicable to the grant?)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the tools the commission uses to conduct monitoring site visits to AmeriCorps Promise Fellow programs?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

d) If the commission's risk-based monitoring plan calls for site visits, are the tools adequate to monitor **Learn and Serve America Community-based programs**? (For example: Does it cover grant provisions and other compliance requirements that are applicable to the grant?) (If the commission's plan does not call for site visits, check yes for d)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the tools the commission uses to conduct monitoring site visits to Learn and Serve America Community-based programs?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

2.2.3 Conducts monitoring site visits

a) Does the commission have and implement an on-site monitoring plan for its Corporation subgrantees that is reflective of its overall risk based monitoring strategy? The expectation is that the site visit monitoring plan would accurately reflect knowledge of the subgrantee's performance (such as FSR, progress reports, audits.)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the completion of a monitoring site visit plan?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

2.2.4 Provides feedback from site visits

a) Did the commission provide site visit feedback to the programs within a reasonable time period (for example, either written reports, copies of checklists, summary letters or memos, phone calls)?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the site visit feedback provided by the commission?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Is the feedback kept on file at the commission?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the feedback documentation?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) Are compliance issues communicated in writing?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the written compliance communication?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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d) Does the commission follow-up on compliance issues?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commission follow-up on compliance issues?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD TWO – Properly Monitors Programs and Ensures Compliance

2.2.5. Reviews, analyzes, and follows-up on progress reports submitted by its Corporation subgrantees

a) Prior to submission to the Corporation, does the commission review and analyze the progress reports?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commission review and analysis of the progress reports?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Does the commission provide progress report feedback to the program within a reasonable time period?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the progress report feedback provided by the commission?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) Is the feedback kept on file at the commission?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of feedback on file?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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d) Are compliance issues communicated in writing?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of compliance issues being communicated in writing?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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e) Does the commission follow-up on compliance issues?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of follow-up on compliance issues?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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f) Does the commission track programs' progress toward meeting objectives?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commission's tracking of programs' progress toward objectives?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

2.2.6. Assures that programs are meeting match requirements

a) Does the commission have a written process to track programs' progress toward meeting match?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of tracking programs' progress toward meeting match?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) During a site visit, does the commission review supporting documents to verify that programs are properly tracking match OR does the commission use a state or independent audit to verify match?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of reviewing documents at the program site to verify that programs are properly tracking match?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) During the past program year, did 100% of the commission's programs meet match? OR did the commission adequately deal with programs that did not meet match? (Indicate the % that met match in the "conclusion" paragraph below).

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of how the commission deals with this issues?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD TWO – Properly Monitors Programs and Ensures Compliance

2.2.7. Assures that programs remedy deficiencies within appropriate timeframes

a) Does the commission ensure that programs remedy compliance problems?

If not, what is the status of how the commission deals with programs that are not in compliance?

		Yes <input type="checkbox"/>	No <input type="checkbox"/>
NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>

b) Describe some of the compliance issues the commission has addressed and how they were resolved. (In the “conclusion” section below)

c) Did all programs with compliance deficiencies appropriately remedy the problem within a reasonable timeframe?

If not, what is the status of programs coming into compliance?

		Yes <input type="checkbox"/>	No <input type="checkbox"/>
NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>

d) If compliance deficiencies were not remedied, what action did the commission take? (Describe in the “conclusion” section below)

Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD THREE – Properly Monitors Member Records

3.1. Commission monitors how programs verify member eligibility

3.1.1 Monitoring member eligibility

3.2. Commission monitors how programs verify member service hours

3.2.1 Monitoring members hours

3.3. Commission monitors how programs verify member service activities

3.3.1 Monitoring member activities

3.4. Commission reviews program grievance procedures

3.4.1 Reviewing grievance procedures

STANDARD THREE – Properly Monitors Member Records

3.1 Member eligibility

3.1.1 Monitoring Member Eligibility

a) Does the commission have an adequate process for monitoring how programs verify member eligibility?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the process the commission uses to monitor how programs verify member eligibility?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Does the commission maintain records of its monitoring of programs concerning member eligibility?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of its record keeping?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

3.2 Member service hours

3.2.1 Monitoring Members Hours

a) Does the commission have an adequate process for monitoring how programs verify member service hours?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the process the commission uses to monitor how programs verify member service hours?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Does the commission maintain records of its monitoring of programs concerning member service hours?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of its record keeping?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

3.3 Member service activities

3.3.1 Monitoring Member Activities

a) Does the commission have an adequate process for monitoring how programs verify member service activities?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the process the commission uses to monitor how programs verify member service activities?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Does the commission maintain records of its monitoring of programs concerning member service activities?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of its record keeping?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD THREE – Properly Monitors Member Records

3.4 Grievance Procedures

3.4.1 Reviewing Grievance Procedures

a) Does the commission have an adequate process for reviewing program grievance procedures?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the process the commission uses to review program grievance procedures?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Does the commission maintain documentation of its review of program grievance procedures?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of its record keeping?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) Does the commission hold programs accountable for making any needed revisions in their grievance procedure?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commission follow-up?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD FOUR – Reports Properly to the Corporation

4.1. Submits Commission Reports (Administrative, Disability, PDAT, Summit, etc.) On Time

4.1.1 Commission Administrative Reports

4.2. Submits Subgrantees' Reports/Forms On Time

4.2.1 Subgrantees' reports

STANDARD FOUR – Reports Properly to the Corporation

4.1 Submits Commission Reports (Administrative, Disability, PDAT, Summit, etc.) On Time

4.1.1 Commission Administrative Reports

a) Does the commission have an adequate process to ensure that its commission reports and forms arrive at the Corporation on time? Yes ☐ No ☐

If not, what is the status of the process the commission uses to submit its reports and forms? NS ☐ BD ☐ Maj ☐ Min ☐

b) Does the commission have an adequate process to ensure that reports are generally accurate prior to submission to CNS? Yes ☐ No ☐

If not, what is the status of the process the commission uses to ensure adequacy of reports and forms? NS ☐ BD ☐ Maj ☐ Min ☐

c) During the previous grant year, were 90% or more of the following reports or forms submitted on time? (*Program Officer and Grants Officer at CNS will complete table prior to self assessment preparation*) Yes ☐ No ☐

If not, what is the status of the timeliness of reporting? NS ☐ BD ☐ Maj ☐ Min ☐

WORKSHEET

Administrative	Required Submissions	Submitted on Time	Percent on Time
Initial Administrative Report			
Progress Reports			
Financial Status Reports			
Administrative Totals			

Disability	Required Submissions	Submitted on Time	Percent on Time
Progress Reports			
Financial Status Reports			
Disability Totals			

Other (Special Initiatives, etc.)	Required Submissions	Submitted on Time	Percent on Time
Unified State Plan			
Other Totals			

Aggregate	Aggregate Required Submissions	Aggregate Submitted on Time	Aggregate Percent on Time
TOTALS			

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD FOUR – Reports Properly to the Corporation

4.2 Submits Subgrantees' Reports On Time

4.2.1 Subgrantees' Reports

a) Does the commission have an adequate process to ensure that the reports and forms of its Corporation subgrantees arrive at the Corporation on time?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the process the commission uses to submit the reports and forms of its Corporation subgrantees on time?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Does the commission have an adequate process to ensure that reports are generally accurate prior to submission to CNS?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
---------------------------------	--------------------------------

If not, what is the status of the process the commission uses to ensure adequacy of reports and forms?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) During the previous grant year, were 80% or more of the following reports or forms submitted on time? (All CNS programs administered by the commission should be included, i.e., AmeriCorps*State, Learn and Serve, Education Award Programs, Promise Fellows, etc. *The PO and GO at CNS will complete table prior to self assessment preparation.*)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the submission of reports?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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WORKSHEET

	Required Submissions	Submitted on Time	Percent on Time
AmeriCorps Progress Reports			
AmeriCorps Financial Status Reports			
Learn and Serve Reports			
Total			

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD FIVE – Maintains Appropriate Financial & Management Systems

5.1. Has appropriate administrative and financial oversight of commission direct expenditures

5.1.1. Direct award expenditures

5.1.2. Has written financial management policies

5.1.3. Follows written policies

5.1.4. Preparation of Commission FSRs

5.1.5. FSRs correspond to internal accounting

5.1.6. Documentation to support match expenditures

5.2. Commission met administrative match

5.2.1 Met required administrative match

5.3. Utilizes appropriate administrative and financial oversight of commission's Corporation subgrants

5.3.1. Pre-award

5.3.2. Award

5.3.3. Financial status reports (FSRs)

5.3.4. Oversight of A-133 audits

5.3.5. Grant closeouts

STANDARD FIVE – Maintains Appropriate Financial & Management Systems

5.1 Commission has appropriate administrative and financial oversight of commission direct expenditures

5.1.1 Manages direct award expenditures

a) Does the commission have a financial management system for its direct award expenditures that adequately segregates the costs and documents the match? (Administrative, PDAT, Disability, Summit, Other)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commission's financial management system?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

5.1.2 Has financial management policies

a) Does the commission have written financial management policies?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commission's financial management policies?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

5.1.3 Follows written policies and procedures

Does the commission have and following written policies and procedures that relates to:

a.) internal control of grant funds?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
---------------------------------	--------------------------------

If not, what is the status?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b.) personnel who deals with administration and accounting of grant funds?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c.) procurement using grant moneys?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
---------------------------------	--------------------------------

If not, what is the status?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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d.) time and effort distribution of personnel to Commission direct grants?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

5.1.4 Preparation of commission FSR's

a) Who prepares the commission's FSRs for its direct awards and expenditures? (The commission, a fiscal agent?)

Describe. Attach supporting documentation.

5.1.5 FSR and internal accounting

a) Do the FSRs correspond to the commission's internal accounting?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the FSRs when compared to the commission's internal accounting?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD FIVE – Maintains Appropriate Financial & Management Systems

5.1.6 Documentation for match expenditures

a) Does the commission have adequate documentation to support its match expenditures?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the documentation of match?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

5.2 Commission met administrative match

5.2.1 Met required administrative match

a) By the end of the commission's last fiscal year, did the commission meet the required administrative match on the amount of funds expended to the Corporation?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If not, what is the status of the commission's administrative match for the last fiscal year?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

5.3 Utilizes appropriate administrative and financial oversight of its Corporation subgrants

Pre-award risk assessment is a process to determine if a potential grantee is responsible and financially stable, has a history of performance and a management and financial system which provides adequate accounting for allowable and unallowable costs, documentation of expenditures, allocation of costs, cash management, etc. This process may use A-133 audits, other state agency determinations, on-site reviews or other determinations to assure adequate financial management by the subgrantee.

5.3.1 Pre-Award

a) Does the commission conduct pre-award risk assessments for its Corporation subgrants?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commissions pre-award risk assessment process?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

5.3.2 Award

a) Does the commission have a process to ensure proper issuance of grant awards? For example: does the grant award include appropriate conditions, special provisions, etc.?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the grant awards issued by the commission?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD FIVE – Maintains Appropriate Financial & Management Systems

5.3.3 Financial status reports (FSR's)

a) Does the commission review FSRs from programs as a matter of written policy?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>

b) Does the commission review FSRs for accuracy before submitting them to CNS?

If not, what is the status of the commission review of FSRs prior to submission to CNS?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) Does the commission stipulate requirements for timeliness and employ a system to follow-up on delinquencies and inadequate financial reports?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commission's process for processing delinquent / inadequate financial reports?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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d) Does the commission control advances in accord with OMB and Treasury requirements minimizing the time lapse between advances and disbursements OR use a system of reimbursements that adequately manages payments to subgrantees?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of commission's processing of advances?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

5.3.4 Oversight A-133 audits

a) Does the commission determine which subgrantees are required to have A-133 audits?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commission's determination of which subgrantees are required to have A-133 audits?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Does the commission track the receipt of required A-133 audit reports?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of its tracking the A-133 reports it receives?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) Does the commission follow-up on findings pertaining to its awards and/or coordinate with the agency responsible for the follow-up?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the follow-up on A-133 audit reports?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

5.3.5 Grant closeouts

a) Does the commission have an adequate process for closing out grants?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
---------------------------------	--------------------------------

If not, what is the status of the commission's process for closing out grants?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Are the closeout procedures used within a reasonable timeframe?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the timeliness of closeout procedures?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) Have all completed programs been closed out as evidenced by copies of the closeout on file at the commission?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of closeouts needing to be completed?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD SIX - Uses a Planning and Assessment Process

6.1. Engages in a regular commission planning process

6.1.1 Mission statement

6.1.2 Planning and setting priorities

6.2. Assesses commission work and priorities

6.2.1 Assessment of commission

STANDARD SIX - Uses a Planning and Assessment Process

6.1 The commission has a regular planning process for developing appropriate strategies and objectives for its work that are consistent with its mission, resources, and constituencies.

6.1.1. Mission statement

a) Does the commission have a written mission statement consistent with the goals of national service?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commission's mission statement?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Was the mission developed with input from stakeholders?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of input from stakeholders?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) Is the mission statement distributed to the commission's stakeholders?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of distribution of the commission's mission statement?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

6.1.2. Planning and setting priorities

a) Does the commission have a process for planning and setting priorities that includes input from its key stakeholders (e.g., the Governor's office, commissioners, commission staff, the service community in the state, State Education Agency, Corporation for National Service, and other funders)?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of a planning process for the commission?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Does the commission have a plan that guides its activities? (For example: a strategic plan, a Unified State Plan, a state service plan, goals and objectives from commission retreat, etc.)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of a plan?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) Are the commission's goals and objectives clear, outcome-based, measurable, and connected to the mission of the commission?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commission's goals and objectives?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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d) Is there evidence that the plan is being implemented?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of implementation?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

6.2 Conducts regular assessments of commission work and priorities.

6.2.1. Assessment of commission

a) Does the commission assess its performance and the accomplishment of its objectives?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of its assessment?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Does the commission use information about its performance in directing and revising goals, strategies, and operations?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
---------------------------------	--------------------------------

If not, what is the status of the use of its assessment to inform its plan, goals, and objectives?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD SEVEN – Manages personnel and volunteer resources

7.1 Manages staff effectively

7.1.1. Creates clear expectations for job performance

7.1.2. Provides feedback to staff

7.1.3. Develops staff

7.1.4. Assures adequate staffing

7.2. Facilitates commission governance

7.2.1. Complies with state requirements for managing Board activity

7.2.2. Maintains minimum number and required composition of commissioners

7.2.3. Provides support for commissioners

7.2.4. Commissioners fulfill required roles

STANDARD SEVEN – Manages personnel and volunteer resources

7.1 Manages staff effectively

7.1.1. Creates clear expectations for job performance

a) Does the commission have systems (e.g.: job descriptions, orientation, work plans, performance expectations, training etc.) in place that provide clear direction to staff about their job responsibilities and what is expected of them? **OR** If the commission does not meet 7.1.1.(a), does the commission have another way of clearly communicating job tasks and goals?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the communication of job expectations?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

7.1.2. Provides feedback to staff

a) Does the commission have formal systems, such as annual written performance appraisals, that provide regular feedback to employees?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of formal feedback systems for commission employees?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Do supervisors give feedback to employees informally?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of informal feedback systems for commission employees?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

7.1.3. Develops staff

a) Does the commission have staff development plans?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of staff development plans?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Does the commission provide development for the staff?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
---------------------------------	--------------------------------

If not, what is the status of staff development?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

7.1.4. Assures adequate staffing

a) Is the complement of staff sufficient to handle the work of the commission?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the complement of staff related to the work of the commission?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) In general, are staff qualified for their positions, i.e., do they have appropriate experience, training, skills, and/or on-the-job orientation?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of qualified staff for the commission?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD SEVEN – Manages personnel and volunteer resources

7.2 Facilitates commission governance

7.2.1. Complies with state requirements

a) Does the commission verify that it follows the state system for managing board activity, if such a system is in place?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commission's compliance with state law concerning board activity?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

7.2.2. Maintains commission number and composition

a) Does the state maintain the minimum number of and required composition of commissioners? **OR**, Has the commission taken appropriate actions to maintain the minimum number of and required composition of commissioners?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
---------------------------------	--------------------------------

If both responses are no, what is the status of the commission's efforts to maintain the required composition of commissioners?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

7.2.3. Provides support for commissioner

a) Does the commission provide a comprehensive and timely orientation for commissioners?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of an orientation for commissioners?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Does the commission provide ongoing training and support for commissioners?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
---------------------------------	--------------------------------

If not, what is the status of training and support for commissioners?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

7.2.4. Commissioners fulfill required roles

a) Are commissioners fulfilling their requirements as written in the law? (for example: achieving quorum, approving budgets, voting on grant portfolios to be submitted to CNS)?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of commissioners fulfilling duties as required by law?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD EIGHT – Implements Training and Technical Assistance

- 8.1. Conducts regular needs assessment of subgrantees**
- 8.2. Develops a training & technical assistance plan using the results of the needs assessments**
- 8.3. Implements the training & technical assistance plan**
- 8.4. Evaluates the training & technical assistance provided and uses the results of the evaluation in the next round of planning**

STANDARD EIGHT – Implements Training and Technical Assistance

Check all Corporation subgrantees that are funded by the commission:

- | | |
|---|---|
| <input type="checkbox"/> AmeriCorps*State | <input type="checkbox"/> AmeriCorps Education Award Only Programs |
| <input type="checkbox"/> AmeriCorps Promise Fellows | <input type="checkbox"/> Learn & Serve America, Community-Based |
| <input type="checkbox"/> Other _____ | |

8.1 Conducts regular needs assessment of its Corporation subgrantees

8.1.1 Needs assessment

a) Does the commission have an adequate process for regularly assessing the training and technical assistance needs of its subgrantees? (Note: frequency and method does not have to be the same for all subgrantees)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the commission's needs assessment of its Corporation subgrantees?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

8.2 Develops a training & technical assistance plan using the results of the needs assessment

8.2.1 Uses the T/TA plan

a) Does the commission have an adequate process for using the results of the needs assessment to develop a training & technical assistance plan (PDAT and/or Unified State Training Plan and/or other documents)?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of using the results of the needs assessment to inform the T/TA plan?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Are the training needs of CNS programs considered in the PDAT planning process?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of inclusion of CNS programs in creating the PDAT plan?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

8.3 Implements the training & technical assistance plan

8.3.1 Implements T/TA

a) Does the commission implement the training & technical assistance plan it has developed?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of implementation of the plan?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD EIGHT – Implements Training and Technical Assistance

8.4 Evaluates the training & technical assistance provided and uses the results of the evaluation in the next round of planning

8.4.1 Evaluation of training and technical assistance

a) Does the commission evaluate the training and technical assistance it provides to its subgrantees?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
---------------------------------	--------------------------------

If not, what is the status of the commission's evaluation of the training and technical assistance it provides for its Corporation subgrantees?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Does the commission use the results of the evaluation to create the next training & technical assistance plan and/or to make adjustments to the plan?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the use of the evaluation results to plan future training and technical assistance?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD NINE – Generates Broad-based Support

9.1. Seeks and Generates Support from Government Agencies and/or State Legislatures

9.1.1 Government support

9.2. Seeks and Generates Support from Private Sector and Foundations

9.2.1 Support from private sector & foundations

9.3. Seeks and Generates Support from Community-based Organizations and/or Organizations supporting Volunteerism

9.3.1 Support from community-based organizations

STANDARD NINE – Generates Broad-based Support

9.1 Seeks and Generates support from Government Agencies and/or State Legislatures

9.1.1 Government support

a) Can the commission document at least one of the following kinds of support due to their efforts:

service-related state policies and/or legislation, or

financial (cash) support for the commission and/or service programs from a public entity, or

in-kind assistance for the commission and/or service programs from a public entity, or

other support for the commission and/or service programs from a public entity?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes	
Yes	
Yes	
Yes	

If not, what is the status of support for the commission from government agencies and/or state legislatures?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Can the commission provide evidence of significant outreach activities toward government agencies and/or the state legislature? E.g. does the commission have written plans, records of activities, ongoing activities, or shared proposals for financial support with government agencies and/or the state legislature?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
---------------------------------	--------------------------------

If not, what is the status of outreach to government agencies and/or the state legislature?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

9.2 Seeks and Generates support from private sector and foundations

9.2.1 Support from private sector & foundations

a) Can the commission document at least one of the following kinds of support due to their efforts:

Financial (cash) support for the commission and/or service programs from the private sector/foundations, or

in-kind assistance for the commission and/or service programs from the private sector/foundations, or

General support for the commission and/or service programs from the private sector/foundations?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes	
Yes	
Yes	

If not, what is the status of support for the commission from private sector and foundations?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Can the commission provide evidence of significant outreach activities toward the private sector and foundations? For example, does the commission have written plans, records of activities, ongoing activities, or shared proposals for financial support with private sector/foundations?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of outreach to the private sector and foundations?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

STANDARD NINE – Generates Broad-based Support

9.3 Seeks and Generates support from community-based organizations and/or organizations supporting volunteerism

9.3.1 Support from community-based organizations

a) Can the commission document at least one of the following kinds of support due to their efforts:

Financial (cash) support for the commission and/or service programs from community/volunteer organizations, or

in-kind assistance for the commission and/or service programs from community/volunteer organizations, or

General support for the commission and/or service programs from community/volunteer organizations ?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes	
Yes	
Yes	

If not, what is the status of support for the commission from community-based organizations?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Can the commission provide evidence of significant outreach activities (meetings held, events, shared trainings, etc.) toward community based organizations or other organizations supporting volunteerism? (Not including subgrantees) For example, does the commission have written plans, records of activities, evidence of supporting other organizations, ongoing activities, or shared proposals for financial support with community/volunteer organizations?

Yes <input type="checkbox"/>	No <input type="checkbox"/>

If not, what is the status of outreach to community-based organizations?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD TEN – Promotes and Initiates Service Within the State

10.1. Promotes and initiates service statewide

10.1.1 Develops a commission strategy to promote and initiate service

10.1.2 Collaborates with other entities to promote and initiate service

STANDARD TEN – Promotes and Initiates Service Within the State

10.1 Promotes and initiates service within the state

10.1.1. Commission plan

a) Does the commission have a plan for promoting and initiating service throughout the state?

If not, what is the status of a promotion plan?

		Yes <input type="checkbox"/>	No <input type="checkbox"/>
NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>

b) Does the commission implement the plan?

If not, what is the status of the implementation of the plan?

		Yes <input type="checkbox"/>	No <input type="checkbox"/>
NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>

c) Have the activities been statewide in scope?

If not, what is the status of the statewide scope of the plan?

		Yes <input type="checkbox"/>	No <input type="checkbox"/>
NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>

Describe how you arrived at your conclusions. Attach supporting documentation.

10.1.2. Collaborative activities

a) Has the commission collaborated with other streams of service and other organizations in activities promoting and initiating service within the state?

If not, what is the status of collaboration with other streams of service and organizations promoting service?

		Yes <input type="checkbox"/>	No <input type="checkbox"/>
NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>

b) Have the activities been statewide in scope?

If not, what is the status of the statewide scope of the activities?

		Yes <input type="checkbox"/>	No <input type="checkbox"/>
NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>

Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions

STANDARD ELEVEN – Communicates Information Within the State

11.1. Communicates Information Effectively within the State

- 11.1.1 Maintains a comprehensive calendar or list of service events and activities in the state**
- 11.1.2 Sends information to Corporation supported programs through an effective distribution system**
- 11.1.3 Ensures timely distribution of key information to subgrantees**
- 11.1.4 Communicates regularly with other stakeholders**

STANDARD ELEVEN – Communicates Information Within the State

11.1 Communicates information effectively within the state

11.1.1. Maintains/supports a comprehensive calendar or list of service events

a) Does the commission maintain/support and distribute a comprehensive calendar or list of service events and activities in the state?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of a calendar/list of service events in the state?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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b) Does the calendar include events and activities of all Corporation streams of service in the state? **OR**, Are all Corporation streams of service invited to participate in posting information?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of inclusion of all streams of service funded by the Corporation?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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c) Does the calendar include events and activities of community-based organizations that support service and volunteerism? **OR**, Are community-based organizations invited to participate in posting information?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of inclusion of community-based organizations in the calendar?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

11.1.2. Distribution of information to corporation funded programs

a) Does the commission distribute information to Corporation funded programs? (For example, using methods such as a Web page, List-serve, Newsletter, Broadcast fax, etc.)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of information distribution?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

11.1.3. Distribution of time sensitive information to its corporation subgrantees

a) Does the commission have an adequate process for distributing time sensitive information to its Corporation subgrantees?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of the distribution of time sensitive information?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

11.1.4. Distribution of information to others

a) Does the commission distribute relevant information to non-Corporation funded agencies and organizations?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, what is the status of distribution of information to non-Corporation funded agencies?

NS <input type="checkbox"/>	BD <input type="checkbox"/>	Maj <input type="checkbox"/>	Min <input type="checkbox"/>
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Describe how you arrived at your conclusions. Attach supporting documentation.

Status Scale: NS = not started BD = being developed Maj = needs major revisions Min = needs minor revisions